Report of Task Agreement #J8100080102

Park: Coronado National Park

Project: Manage 2008 Museum Collection Reporting & Assessment

Investigator: Beth Grindell

Project Number: UAZCP - 125

Cooperator: Anne Iverson

Final Project Report

Annual Inventory Program was run for FY08. All Inventory fields that required data from the electronic or paper records were filled out. Inventory was sent to park for completion. Completed Inventory was received from park and corrections made to database.

Spreadsheet of detailed backlog cataloging data was created and sent to park.

All FY08 year-end reporting for museum activities was completed. The Collections Management Report (CMR) was run and problems were resolved through communication with the National Park Service (NPS) National Catalog. The National Catalog submission was prepared and uploaded to the FTP site.

Assessment of the accession and catalog record database began. Errors causing annual problems with the CMR were resolved.

As this was the first year for remotely completing the Year-End Reporting for Coronado National Memorial, many issues needed to be resolved. There was not sufficient time to do in-depth research about the natural history collections issues nor visit an institution holding those collections, as stated in the Scope of Work.